
U.S. Department of State Records Schedule

Chapter 12: Refugee and Migration

Refugee Coordinator Files

B-12-001-01 Refugee Coordinator Files

Description: Correspondence, memoranda, reports and other papers on the Refugee and Migration program.

Disposition: TEMPORARY. Retain at post indefinitely those records remaining after periodic application of pertinent disposal authorization in other chapters of the post records disposition schedules. (Supersedes II-NN-3342, item 1).

DispAuthNo: N1-084-08-2, item 1 **Date Edited:** 11/12/2008

B-12-001-02a Fiscal Records

Description: File contains invoices, schedules and other papers on funds expended.

a. Post Refugee and Migration Section copies.

Disposition: TEMPORARY. Destroy when 3 years old. (Supersedes II-NN-3342, item 4a).

DispAuthNo: N1-084-08-2, item 2a **Date Edited:** 11/12/2008

B-12-001-02b Fiscal Records

Description: File contains invoices, schedules and other papers on funds expended.

b. Post Budget and Fiscal Section copies.

Disposition: TEMPORARY. Retire to RSC when 2 years old. Destroy when 5 years old. (Supersedes II-NN-3342, item 4b).

DispAuthNo: N1-084-08-2, item 2b **Date Edited:** 11/12/2008

B-12-001-03 Correspondence with Voluntary Agencies

Description: Correspondence regarding resettlement of refugees and migrants, requests for personal information, the status of certain cases, changes in designation or refugee or migrant, requests for case reviews, questions of eligibility for resettlement, the transmittal of various forms and cards, and other matters relating to refugee and migration cases.

Disposition: TEMPORARY. Destroy one year after last action. (Supersedes II-NN-3342, item 7.)

DispAuthNo: N1-084-08-2, item 3 **Date Edited:** 11/12/2008

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B-12-001-04	Case Files on Voluntary Agency Employees
Description:	Personal history statements, biographical data, and other documents on persons employed by voluntary agencies assisting with the processing of escapees and refugees for resettlement and relocation.
Disposition:	TEMPORARY. Destroy 1 year after termination of employment upon approval by the Post Security Officer. (Supersedes N1-84-93-8, item 1).
DispAuthNo:	N1-084-08-2, item 4
Date Edited:	11/12/2008

B-12-001-05a(1)	Refugee Processing Files
Description:	a. Approved Refugee Case Files Description: Consists of refugee or Visa-93 application and supporting documentation, including required biographic, biometric, and medical, security, and sponsorship information, as well as correspondence related to individual refugee. Department of State Privacy Act System of Records, STATE-59 applies. (1) Paper Files. Completed cases of refugees admitted to the United States.
Disposition:	TEMPORARY. Transfer to Department of Homeland Security (DHS) on admission of refugee at the U.S. port of entry as refugee travel packet. (Supersedes N1-84-93-6, item 2a.(1)).
DispAuthNo:	N1-084-08-2, item 5a(1)
Date Edited:	11/12/2008

B-12-001-05a(2)	Refugee Processing Files
Description:	a. Approved Refugee Case Files Description: Consists of refugee or Visa-93 application and supporting documentation, including required biographic, biometric, and medical, security, and sponsorship information, as well as correspondence related to individual refugee. Department of State Privacy Act System of Records, STATE-59 applies. (2) Electronic Records. When directed, processing agencies will transfer local electronic records to centralized RPC database for Storage and retrieval as needed
Disposition:	TEMPORARY. Retain electronic records in local database until transferred to the centralized database maintained by RPC under domestic schedule. Purge local database as instructed.
DispAuthNo:	N1-084-08-2, item 5a(2)
Date Edited:	11/12/2008

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B-12-001-05b **Refugee Processing Files**

Description: b.Closed and Denied Refugee Case Files

Description: Consists of refugee or Visa-93 application and supporting documentation, including required biographic, biometric, and medical, security, and sponsorship information, as well as correspondence related to individual refugee.

Closed and Denied Cases. Case files of refugees that are assigned alien numbers and/or interviewed by U.S. Citizenship and Immigration Services (USCIS). Includes cases of persons denied refugee admission to the United States, including persons found not to be refugees and persons who were inadmissible under INA 212(a). Also includes persons who are deceased; have gone to the United States in other than refugee status; resettled in another country; or withdrawn their application.

Disposition: TEMPORARY. Scan essential documentation into WRAPS for electronic reference. Transfer original records to U.S. Citizenship and Immigration Services (USCIS) office with jurisdiction over processing location within six months of final decision or closing case. (Supersedes N1-84-93-6, item 2b).

DispAuthNo: N1-084-08-2, item 5b **Date Edited:** 11/12/2008

B-12-001-05c **Refugee Processing Files**

Description: c. Unprocessed Case Files

Description: Consists of refugee application and supporting documentation, including required biographic, biometric, medical, security, and sponsorship information, as well as correspondence related to individual refugee.

Unprocessed Cases. Inactive cases of persons never presented to USCIS for interview or assigned alien numbers, including applicants not appearing for interview; withdrawing, lacking relationship to principal applicant, or failing to complete processing requirements.

Disposition: TEMPORARY. Destroy two years after last activity. (Supersedes N1-84-93-6, item 2d).

DispAuthNo: N1-084-08-2, item 5c **Date Edited:** 11/12/2008

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B-12-001-06a	Electronic Mail and Word Processing System Copies		
Description:	Electronic copies of records that created on electronic mail and work processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination. a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.		
Disposition:	TEMPORARY. Destroy/delete within 180 days after the recordkeeping copy has been produced.		
DispAuthNo:	GRS 23, item 10a	Date Edited:	11/12/2008
B-12-001-06b	Electronic Mail and Word Processing System Copies		
Description:	Electronic copies of records that created on electronic mail and work processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.		
Disposition:	TEMPORARY. Destroy/delete when dissemination, revision, or updating is completed.		
DispAuthNo:	GRS 23, item 10b	Date Edited:	11/12/2008

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Refugee Processing Files

B-12-002-01 Registration Cards

Description: Information on the action taken with regard to each registrant's application.

Disposition: Destroy 2 years after INS interview or date of last action, whichever comes first.

DispAuthNo: N1-84-93-6, item 1 **Date Edited:** 4/1/1999

B-12-002-02 Registration Log Books

Description: Log books showing name of registrant and the registration number assigned.

Disposition: Destroy when 3 years old.

DispAuthNo: II-NN-3342, item 13 **Date Edited:** 4/1/1999

B-12-002-03a(1) Refugee Case Files

Description: Consist of Refugee, Visa-92 and Visa-93 application forms; biographic and demographic information pertaining to applicants (family trees and documents of identity); letters from interested parties; communications between U.S. Embassies, U.S. Consulates, U.S. Government agencies, International Organizations, Foreign Missions, and other interested parties regarding the processing of applicants; and adjudicator's notes on the case.

Active files should be preserved in a manner that would prevent deterioration of these records until such time that the applicants are processed or denied and then transferred to inactive status or microfilmed. These items will be retained either in hard copy or in microfilm, but not both. In the event the files are forwarded to another post, they should be forwarded intact.

a. Approved Cases - Retain at post one copy of documents that are sent with refugee as travel packet.

(1) Paper Files.

Disposition: Retire to RSC when 2 years old. Destroy when 10 years old.

DispAuthNo: N1-84-93-6, item 2a(1) **Date Edited:** 4/1/1999

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B-12-002-03a(2) **Refugee Case Files**

Description: Consist of Refugee, Visa-92 and Visa-93 application forms; biographic and demographic information pertaining to applicants (family trees and documents of identity); letters from interested parties; communications between U.S. Embassies, U.S. Consulates, U.S. Government agencies, International Organizations, Foreign Missions, and other interested parties regarding the processing of applicants; and adjudicator's notes on the case.

Active files should be preserved in a manner that would prevent deterioration of these records until such time that the applicants are processed or denied and then transferred to inactive status or microfilmed. These items will be retained either in hard copy or in microfilm, but not both. In the event the files are forwarded to another post, they should be forwarded intact.

a. Approved Cases - Retain at post one copy of documents that are sent with refugee as travel packet.

(2) Microfilm.

Disposition: Retire master copy to RSC for storage in case of disaster or accidental destruction. Destroy diazo copy when 2 years old. Destroy master copy when 10 years old.

DispAuthNo: N1-84-93-6, item 2a(2)

Date Edited:

4/1/1999

B-12-002-03b **Refugee Case Files**

Description: Consist of Refugee, Visa-92 and Visa-93 application forms; biographic and demographic information pertaining to applicants (family trees and documents of identity); letters from interested parties; communications between U.S. Embassies, U.S. Consulates, U.S. Government agencies, International Organizations, Foreign Missions, and other interested parties regarding the processing of applicants; and adjudicator's notes on the case.

Active files should be preserved in a manner that would prevent deterioration of these records until such time that the applicants are processed or denied and then transferred to inactive status or microfilmed. These items will be retained either in hard copy or in microfilm, but not both. In the event the files are forwarded to another post, they should be forwarded intact.

b. Closed Cases. Case files of refugees that are deceased; have gone to the United States in other than refugee status; resettled in another country; or withdrawn their application.

Disposition: Destroy 2 years after date of last activity.

DispAuthNo: N1-84-93-6, item 2b

Date Edited:

4/1/1999

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B-12-002-03c **Refugee Case Files**

Description: Consist of Refugee, Visa-92 and Visa-93 application forms; biographic and demographic information pertaining to applicants (family trees and documents of identity); letters from interested parties; communications between U.S. Embassies, U.S. Consulates, U.S. Government agencies, International Organizations, Foreign Missions, and other interested parties regarding the processing of applicants; and adjudicator's notes on the case.

Active files should be preserved in a manner that would prevent deterioration of these records until such time that the applicants are processed or denied and then transferred to inactive status or microfilmed. These items will be retained either in hard copy or in microfilm, but not both. In the event the files are forwarded to another post, they should be forwarded intact.

c. Denied Cases. At time of denial case files can be retained intact or screened, except for 1 copy of the family tree information deemed essential by the post for future claims.

Disposition: Retain either in hard copy or in microfilm, but not both. Destroy 2 years after date of last activity.

DispAuthNo: N1-84-93-6, item 2c **Date Edited:** 4/1/1999

B-12-002-03d **Refugee Case Files**

Description: Consist of Refugee, Visa-92 and Visa-93 application forms; biographic and demographic information pertaining to applicants (family trees and documents of identity); letters from interested parties; communications between U.S. Embassies, U.S. Consulates, U.S. Government agencies, International Organizations, Foreign Missions, and other interested parties regarding the processing of applicants; and adjudicator's notes on the case.

Active files should be preserved in a manner that would prevent deterioration of these records until such time that the applicants are processed or denied and then transferred to inactive status or microfilmed. These items will be retained either in hard copy or in microfilm, but not both. In the event the files are forwarded to another post, they should be forwarded intact.

d. Unprocessed Cases. Cases that were never presented to INS for interview.

Disposition: Retain either in hard copy or on microfilm, but not both. Two (2) years after date of last activity return to applicant or destroy.

DispAuthNo: N1-84-93-6, item 2d **Date Edited:** 4/1/1999

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B-12-002-04a	Orderly Departure Program (ODP) Case Files
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Description:	a. Completed Case Files on departed refugees maintained by the originating post.
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NOTE: ODP files which include parolee or immigrant cases should follow Consular Affairs schedules.

Disposition:	Cases should be microfilmed intact and upon verification of quality, original documents (e.g., birth certificate, marriage license, etc.) should be sent to the refugee and all other paper copies should be destroyed. Post should retire the master copy of microfilm to RSC for storage in case of disaster or accidental destruction. Destroy diazo copy when 10 years old. Destroy master copy when 20 years old.
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DispAuthNo:	N1-84-93-6, item 3a	Date Edited:	4/1/1999
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B-12-002-04b(1)	Orderly Departure Program (ODP) Case Files
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Description:	b. Inactive Cases. Cases of persons who have withdrawn, been rejected or have disappeared. These records are used in adjudicating new refugee and immigration applications or if the individual reactivates his petition.
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(1) Paper records.

Disposition:	Retain at post until termination of the Resettlement Program and then destroy. Paper records that have been microfilmed should be destroyed upon verification of microfilm.
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DispAuthNo:	N1-84-93-6, item 3b(1)	Date Edited:	4/1/1999
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B-12-002-04b(2)	Orderly Departure Program (ODP) Case Files
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Description:	b. Inactive Cases. Cases of persons who have withdrawn, been rejected or have disappeared. These records are used in adjudicating new refugee and immigration applications or if the individual reactivates his petition.
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(2) Microfilm.

Disposition:	Retire master to RSC for storage in case of disaster or accidental destruction. Destroy masters and diazos upon termination of the Resettlement Program.
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DispAuthNo:	N1-84-93-6, item 3b(2)	Date Edited:	4/1/1999
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B-12-002-05 Monthly Statistical Reports

Description: Reports on refugee and migration work at post.

NOTE: Record copies are sent to the Department.

Disposition: Destroy when no longer needed for reference or statistical purposes.

DispAuthNo: II-NN-3342, item 8 **Date Edited:** 4/1/1999

B-12-002-06a Automated Refugee Tracking System (ARTS)

Description: a. Closed case files - Information system designed to assist posts in processing refugees based on local necessities and requirements. Information maintained on this system identifies key elements from refugee case files, i.e., name, date of birth, alien number, case number, exit visa, etc.

Disposition: Within one year of departure of refugee (but not before end of fiscal year), transfer to backup diskette and/or card file and delete information from the database.

DispAuthNo: N1-84-90-1, item 4a **Date Edited:** 4/1/1999

B-12-002-06b Automated Refugee Tracking System (ARTS)

Description: b. Reports generated by the system - Information system designed to assist posts in processing refugees based on local necessities and requirements. Information maintained on this system identifies key elements from refugee case files, i.e., name, date of birth, alien number, case number, exit visa, etc.

Disposition: Destroy when obsolete or no longer needed.

DispAuthNo: N1-84-90-1, item 4b **Date Edited:** 4/1/1999

B-12-002-07a ODP Database (ODP'S ARTS)

Description: a. Bio data and case processing information - Electronic information on all individuals who have applied for refugee status and requested permission to leave their country. This includes all systems maintained by JVA offices and ODP. Information tracks the individual throughout the process from initial application through departure. Information is obtained from refugees' case files.

Disposition: Retain until termination of the Refugee Resettlement Program and Orderly Departure Program, then destroy or transfer to IVAC as appropriate.

DispAuthNo: N1-84-90-1, item 5a **Date Edited:** 4/1/1999

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B-12-002-07b **ODP Database (ODP'S ARTS)**

Description: b. Reports - Bio data and case processing information - Electronic information on all individuals who have applied for refugee status and requested permission to leave their country. This includes all systems maintained by JVA offices and ODP. Information tracks the individual throughout the process from initial application through departure. Information is obtained from refugees' case files.

Disposition: Destroy when obsolete, but no later than one year from creation.

DispAuthNo: N1-84-90-1, item 5b **Date Edited:** 4/1/1999
